

CAP Personal Assistant (PA) Information Form



Thank you for your interest in the Computer/Electronic Accommodations Program (CAP). **Please, complete this form and submit it with your completed CAP Accommodation Request Form. Signature certifies that the information provided is accurate.** If we do not receive this PA form with your CAP Request Form it may delay the processing of your request. If you have any questions, please call CAP at 703-681-8811 (Voice), 703-681-0881 (TTY) or email sharon.terrell-lindsay@tma.osd.mil. **Please, e-mail or Fax completed form to 703-681-9075.**

Part I (Participant Information):

Name: _____
 Work Address: _____
 Telephone: _____ Fax: _____
 E-mail address: _____
 Agency: _____

Part II (Budget Analyst Information):

Name: _____ Title: _____
Address: _____

Phone: _____ Fax: _____
E-mail address: _____

Part III (Personal Assistant's Information):

Name: _____

Is the Personal Assistant a Federal Employee? Yes or No

Please provide detailed information on what function/job/task this person will perform. If you need more space please provide separate sheet.

[illegible]

Part IV (Detailed Cost Breakdown/Estimate):

EXAMPLE:

<i>Item</i>	<i>Qty/Hrs</i>		<i>Amount</i>	<i>Total</i>
<i>Salary</i>	8 hrs	X	\$12.00	\$96.00
<i>Per Diem:</i>				
<i>Lodging</i>	3 days	X	\$75.00	\$225.00
<i>Meals</i>	4 days	X	\$25.00	\$100.00
<i>Air Fare</i> <i>(or other mode</i> <i>of travel)</i>	1 roundtrip	X	\$150.00	\$150.00
<i>Miscellaneous</i> <i>(Cab, tolls,</i> <i>etc.)</i>	0	X	\$0.00	\$0.00
<i>Grand Total</i>				\$ 571.00

- Salary, CAP will only pay an hourly rate between \$10.00 - \$12.00 per hour. CAP will only pay the max rate of \$12.00 for a certified care giver
- If, you use miscellaneous please explain what this will entail.

Note: CAP provides reimbursable Military Interagency Purchase Request (MIPR) to agencies for expenses incurred by a personal assist while traveling with and performing care for a DoD employee. This allows the employee to take advantage of training opportunities and attend venues, which have a direct correlation to their job. In order to meet budgetary constraints at the end of the Fiscal Year, CAP will **NOT** process any MIPR's **after AUGUST 1st** of any year.